

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Accounting Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains accounts payable, accounts receivable, billing systems, payroll records, time sheets, and related documents. Assists in accounting for capital improvement projects. Performs administrative duties. Assists with budget preparation and monitoring budgetary accounts. Assists customers. Performs financial duties. Supervises and provides assistance to employees. Processes transactions and prepares checks for distribution. Assists with inventory control. Enters purchase and pay documents into the City's financial system. Manages gift shop sales and programs. Assesses and registers boats, trailers and vehicles for tax purposes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs financial duties by processing transactions and preparing checks for distribution, processing sales and transfers, receiving, compiling and depositing monies into accounts, monitoring petty cash, performing calculations to determine benefits, performing assessments of court orders and tax data, entering data into the system to process payroll, reconciling and balancing cash drawers, setting up vendor accounts, verifying payments, processing vouchers, requisitions and other documents for payment, preparing reports, entering data into the financial system, reconciling accounts, processing journal vouchers and invoices, maintaining files, reviewing invoices for payment and consulting with vendors regarding accounts..
2	S	Assists with capital improvement projects by processing contract payments, preparing monthly status reports and calculating engineering and inspection charges for multiple projects.
3	S	Performs administrative duties by answering and directing telephone inquiries, typing, compiling data for reports, filing documents, processing various reports, resolving administrative personnel issues, maintaining files, compiling information and keeping logs, writing correspondence and providing information.
4	S	Assists with budget preparation and monitoring budgetary accounts by reviewing financial files, inputting the budget into the budget request system, making recommendations, gathering and analyzing data and preparing statistical and financial reports.
5	S	Assists customers by processing payments, conducting research, providing technical support to system users, responding to telephone requests to establish or terminate accounts, arranging payment extensions for delinquent accounts, providing information and resolving any related issues.
6	S	Assists with inventory control by preparing invoices and receiving documents for payment, receiving and tagging merchandise, preparing reports and restocking supplies.

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Physical Strength Code		ESSENTIAL FUNCTIONS
7	S	Manages employees by developing and implementing procedures, meeting with team members and tracking the progress of projects, training personnel, compiling information for delinquent accounts, answering questions and assisting with administrative duties and ensuring that policies and procedures are followed.
8	S	Performs related duties by handling returns and adjustments of merchandise, maintaining the appearance of a gift shop and planning special events.
9	S	Assists citizens with the assessment and registration of boats, trailers, and vehicles by researching Department of Motor Vehicle records and reports, company submitted lists, associated tax records, recognized vehicle guides and utilizing various tax formulas.
10	M	Performs emergency weather recovery by assisting in removal operations for ice, snow, and storm debris.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in bookkeeping or accounting.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read reports, invoices, commodity codes, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, general correspondence, state and local codes, and regulations.
Managerial	N/A
Budget Responsibility	Assists with budget preparation by inputting data into the budget request system; gathers data and prepares statistical and financial reports.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, employees and sales representatives.

CSC Adopted: October 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing cabinet
Sitting	F	Computer, desk work, answering telephones
Walking	F	To/from office equipment, distributing mail
Lifting	R	Files, supplies, boxes
Carrying	R	Files, supplies, boxes
Pushing/Pulling	R	Filing cabinet drawers, doors
Reaching	O	Files, supplies, telephone
Handling	F	Document, files, supplies
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, typewriter, calculator
Kneeling	F	Filing, obtaining supplies
Crouching	F	Filing, obtaining supplies
Crawling	N	
Bending	O	Filing, obtaining supplies
Twisting	R	Filing, obtaining supplies, to/from computer to desk
Climbing	R	Stairs, step stool
Balancing	R	On stairs, step stool
Vision	C	Computer monitor, reading, writing, filing
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	N	
Other (specify)	N	

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Copy machine, fax machine, calculators, typewriter, book binding machine, laser fiche machine, computers, printers, standard Microsoft Windows and Office software, AFIN, Lotus, People Soft, Departmental Budget Request System, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)